

Request for Proposals (RFP)
to
Provide Technical Assistance to Support
the
California 21st Century Community Learning
Centers (21st CCLC) Program Grantees

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April 26, 2004

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May 12, 2004

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May 24, 2004

California Department of Education
Learning Support and Partnerships Division
After School Partnerships Office
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Sacramento, CA 95814

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1. PURPOSE

Through this Request for Proposals (RFP), the California Department of Education (CDE) seeks proposals from eligible bidders to provide technical assistance to support local programs implementing California's 21st Century Community Learning Center (CCLC) Program.

California's 21st CCLC Program supports the development and expansion of community learning centers to design and implement research-based, effective learning opportunities for students primarily in high-poverty, low-performing schools. The program's academic assistance and educational enrichment components are designed to help students meet state standards in core content areas. The program also provides family literacy support services to adult family members of the students being served. These activities must address the needs of schools and their communities. The results achieved by the 21st CCLC Program grantees are continually evaluated through CDE-required evaluation reports, as well as through independent evaluations that may be conducted by each grantee.

The primary purpose of the technical assistance offered through this contract will be to strengthen the quality of after school activities and programs designed to support learning in the core academic areas of reading and literacy, mathematics, science, and the arts. The contractor shall also provide technical assistance in implementing effective activities that support multiple academic goals through homework help centers and technology. Finally, the contractor will develop and offer technical assistance to after school providers with the goal of ensuring the implementation of well-rounded enrichment programming designed to attract and retain participants while still promoting learning and positive youth development.

The legal authority for the provision of this technical support is based on *Education Code* Section 8484.7. The proposed technical assistance contract in the amount of \$1.1 million consists of tasks and deliverables for developing a statewide support system and for providing support services to 21st CCLC Programs. The contract ends on September 30, 2005.

At the state's discretion, a contract awarded as a result of this RFP may be amended for time or for time and money. Such extensions will depend on the availability of annual 21st CCLC technical assistance funding from the federal government, expenditure approval in the California state budget, and approval of the Department of General Services.

The contractor must ensure that all of its program identification, validation, and technical assistance work will promote research-based, proven practices that embed intentional learning activities into after school programs. The practices must be consistent with the following principles:

- Learning opportunities must be intentional and embedded, as appropriate, within all after school activities.
- Enrichment activities must be content-rich and should be aligned with state and local content standards.
- Students who benefit the most from their after school experiences are those who are likely to participate regularly and spend the most time engaged in authentic learning activities.
- Students participate with more regularity when programs offer an interesting and diverse array of enrichment opportunities.
- Staff must be trained on how to challenge and encourage students.

To ensure cost-effectiveness, the contractor shall collaborate with after school providers and developers that have demonstrated success in serving the academic and developmental needs of their participating children and shall coordinate with other research, development, and technical assistance organizations already involved in studying, identifying, or validating effective practices in after school settings.

All materials and documents developed during performance of this contract are considered CDE property. The contractor must secure written permission from the CDE to use any of these materials during, or subsequent to, the contract period for purposes other than those related to contract completion.

The review and evaluation of the contractor's performance and of the technical assistance provided will be measured by the quality and content of materials developed; the effectiveness of the processes designed and implemented; the results achieved by grantees; structured feedback from grantees, members of the California AfterSchool Partnership, and members of the 11 regional teams of the statewide system of field support; and the CDE's assessment of reporting requirements.

2. BACKGROUND

2.1 Legislative Authority

The 21st Century Community Learning Centers Program is defined in three key pieces of legislation:

- a. No Child Left Behind Act of 2001
- b. 20 *United States Code* Sections 7171–7176
- c. *Education Code* Sections 8420–8428 and 8484.7–8484.8

The No Child Left Behind Act of 2001, signed into law on January 8, 2002, by President Bush, transferred administration of the federally administered 21st CCLC Program to state departments of education. California's 21st CCLC Program is also shaped by the *Education Code*, which reflects the Legislature's intent to structure the 21st CCLC Program to complement the existing state-funded After School Education and Safety (ASES) Program.

Education Code sections 8420–8428 further defines after school programs for high school students by establishing the 21st Century High School After School Safety and Enrichment for Teens (ASSETs) program.

2.2 21st CCLC Program

The California 21st CCLC Program supports communities in establishing local community learning centers that provide after school or before and after school programs for students who attend schools in need of improvement in Kindergarten through grade 12 (K-12). States are required to fund programs that will primarily serve students and the families of students in high-need, high-poverty schools and must give priority to programs that will serve children who attend low-performing schools. Statute requires such programs to provide academic assistance and educational enrichment activities for students and family literacy opportunities for their adult family members. For more information about the specific requirements of the 21st CCLC Program, please see Appendix 1 or access the CDE Web site at <http://www.cde.ca.gov/ls/ba/> for copies of the two California 21st CCLC Requests for Application (RFAs).

2.3 The California AfterSchool Partnership

California's after school programs benefit from the presence of a unique public-private partnership known as the California AfterSchool Partnership (see <http://www.californiaafterschoolpartnership.org>). The Partnership was formed in 1998 and comprises the California Department of Education (CDE), the Governor's

Office of the Secretary for Education, and the Foundation Consortium for California's Children and Youth. One focus of the Partnership is to build capacity in each of California's 11 geographic regions to ensure the success of before and after school programs. Specifically, the Partnership is constructing a statewide, regionally based infrastructure to ensure that local communities have the knowledge and resources to design, implement, and sustain quality after school programs. The Partnership is supported and advised by the CDE After School Statewide Advisory Committee, which includes a broad-based representation of key stakeholders. Stakeholder representatives include state health, education, and finance agencies; after school program providers; teachers, parents, and students; school principals; the business community; community-based organizations; and faith-based organizations.

The Partnership's strategic efforts have focused on making certain that: (1) children and young people have access to safe, positive learning environments during the after school hours (2) programs have immediate and ongoing access to training, mentorship, coaching, and resources and (3) communities create authentic collaborations to support program quality and long-term financial viability.

Appendix 2 provides an overview of the current California AfterSchool Partnership's organizational structure.

Appendix 3 is a draft organizing and implementation tool entitled "A Systemic Approach for Implementing Locally Relevant, Effective, and Sustainable After School Programs." This document is being developed to ensure that targeted technical support is provided for the development of effective and sustainable after school programs.

2.4 Evaluations

There is not yet an extensive and authoritative body of scientifically based research on the components necessary for high-quality after school programs or on the effects of high-quality after school programs. However, the preliminary results of a national evaluation of the 21st CCLC Program show that after school programs must resolve at least two significant challenges if they are to be effective: (1) the programs must offer high-quality, research-based academic content utilizing appropriate methods of teaching and learning, and (2) programs must be able to attract and retain students who participate regularly and thus can benefit from these investments.

A recent evaluation by the University of California, Irvine, confirmed that effective programs are increasingly aligned with the regular school day and embedded with youth development practices, resulting in measurably improved student academic achievement and social behavior. According to the *Afterschool Learning and Safe Neighborhoods Partnerships Programs Evaluation Report*, published by the University of California, Irvine, in 2002, grade retention is down and attendance during the school day is up—saving taxpayers millions of dollars. Further, new collaborations have been formed, neighborhoods are reconnecting with schools, and strategies for securing

balanced and diversified investments are being implemented. These results have been documented for the three years of the state-funded after school program.

Findings from the federal *Mathematica 2003 Evaluation Report* also suggest that where the academic components of programs are passive and primarily depend on homework help and simple tutoring, the academic gains are modest at best, particularly among middle school students. The challenge is to provide technical assistance in implementing effective activities that support multiple academic goals and ensure well-rounded programming designed to attract participants and retain their participation. Such programming should include, but not be limited to, health and physical activity, sports, community service, and service-learning activities that are carefully designed to engage students while continuing to promote learning and positive youth development.

2.5 CDE and State-Level Administration

The CDE provides administrative and fiscal policy oversight of the 21st CCLC Program. Oversight includes selecting grantees through a competitive grant process and guiding grantees in the interpretation and administration of the legal requirements and guidelines of the program. CDE Education Program Consultants provide overall guidance to grantees in understanding the applicable law, policy, infrastructure, and linkages to CDE generated information and resources on academic and enrichment subjects, state standards, and assessment and accountability systems.

The Partnership also supports a regionally based infrastructure (see Appendix 4) that provides technical assistance and support for state-funded before and after school programs in each of the 11 geographic regions of the California County Superintendents Education Services Association statewide. Regional teams composed of CDE education program consultants, Afterschool Regional Leads and Partnership mentors provide support to local grantees.

The Afterschool Regional Leads spearhead a system of field support administered in each of the 11 regions by local county offices of education. Through this system, local programs in each region network with one another, with potential model programs, and with other resources for continual learning opportunities. (*Note: Model programs are after school programs that serve as regional “learning hubs” for other programs in the region. A model program is selected based on exemplary performance of one or more of the research-based promising practices characteristic of quality after school programs.*)

The Regional Leads are expected to be knowledgeable about programs and sites within their geographic areas and to develop annual work plans that are aligned with the Partnership’s goals for 21st CCLC Programs in California. They identify and connect existing and new resources with after school programs and facilitate processes to ensure that governmental, educational, and community organizations at the local level (e.g., superintendents of schools, city and county government, community-based

organizations, the business community, community foundations, colleges and universities) effectively support after school initiatives.

3. SCOPE OF THE PROJECT

This project is intended to coordinate with, enhance, and expand the capacity of the existing statewide system of field support to provide broad-based, results-oriented technical assistance; direct field support, training, coaching, and mentorship; and provide professional development for existing, newly awarded, and prospective 21st CCLC Program grantees. The number of before and after school programs in the state is significantly expanded by the addition of the first cohort of California 21st CCLC Program grantees and will expand with the anticipated annual funding for this program. This RFP represents a significant opportunity to provide support to school/community collaborations engaged in building and implementing a statewide infrastructure that can successfully support technical assistance to after school programs and sites throughout California.

At the state's sole discretion, a contract awarded as a result of this RFP may be amended for time or for time and money. Such extensions will depend on the availability of annual technical assistance funding from the federal government, expenditure approval in the California state budget, and sole source and amendment approval by the Department of General Services.

3.1 Work Plan

Bidders must provide a comprehensive work plan for accomplishing the following tasks to facilitate the development and implementation of statewide support for California's 21st CCLC Program. Development and execution of these tasks will be accomplished in consultation with the CDE and the California AfterSchool Partners. These tasks must be completed by September 30, 2005.

Task 1: The proposal shall include a proposed approach for establishing interactive working relationships during the development and implementation of the tasks described in this RFP, with the California After School Partners – the Foundation Consortium for California's Children and Youth, the Governor's Office, the Governor's Office of the Secretary for Education - and the Statewide After School Advisory Committee.

Task 2: The proposal shall include a proposed plan to implement an effective system for communication between CDE, the California AfterSchool Partners, stakeholders, and the 21st CCLC Program grantees. This system must be able to effectively and efficiently enable information and resources to be shared, provide course listings and updates regarding available training, and provide easy access to forms and

resource materials. The plan must clearly define the components of the proposed system and who will be served. It must provide evidence of the bidder's capacity for and experience in developing, implementing, and maintaining similar systems.

By November 1, 2004, the successful bidder must present to the CDE a detailed project plan, including detailed system requirements, the proposed design, development and testing of the system, and the schedule for staff and grantee training and implementation of the new system. This detailed project plan for development must be reviewed by the Technology Services Division's Application Development and Maintenance Office and Web Services Unit teams before presented to the After School Partnership Office for acceptance and approval.

The CDE uses its own templates, styles, designs, and layouts for all Web development, resulting in a common look and feel for the public client. These associated guidelines, standards, best practices, and processes are well documented and contained in Appendix 5. The selected vendor is expected to adhere to these standards by working closely with the Web Services Unit team to ensure all Web material developed meets CDE standards.

The CDE also employs software standards for the development of all new applications and databases. The current standard software for a strategic application's user interface design is Microsoft's Visual Basic 6.0 or Active Server Pages (ASP) and Microsoft's SQL Server 2000 for all relational databases. These standards are documented and contained in Appendix 6. The selected vendor is expected to adhere to these software standards by working closely with the Technology Services Division's Application Development and Maintenance Office team to ensure any interface(s) and/or database(s) developed meets CDE standards.

Task 3: Plan and coordinate the facilitation and hosting of at least eight, one and one-half (1 ½) day regional sessions, each consisting of a half-day policy development forum and a one-day grantee/stakeholder meeting. These sessions must be held at locations throughout the state to facilitate participation, with at least two sessions in northern California, two sessions in central California, one session in central coastal California, and three sessions in southern California. Each session in northern and central California must accommodate a maximum of 70 persons and each session in south California must accommodate a maximum of 100 persons.

- The purpose of the policy development forum is to give after school program grantees, collaborative partners, and community

stakeholders the opportunity to network and provide feedback to the California AfterSchool Partnership about the current state of before and after school programs. In addition, the forum should elicit ideas on ways to expand effective programs to more children and youths and ways to continue building a broad base of support for after school programs in California. The ideas generated from these forums will be used to develop policies to ensure the continued growth and success of after school programs in California.

The contractor will be responsible for developing a process for receiving and compiling information from attendees, submitting individual forum reports, and preparing a statewide report of policy recommendations to the California AfterSchool Partnership.

- The one-day regional grantee/collaborative partner meeting will provide the opportunity for program updates, grantee training, information sharing, and assessment of challenges and successes in program implementation. Ideas information from these sessions will be used to assist in identifying and prioritizing program support needs and will inform statewide planning efforts by field support.

The contractor will be responsible for developing a process for receiving and compiling information from attendees and submitting individual meeting reports, as well as a statewide report, to the California AfterSchool Partners. The statewide report will include an update on the progress, challenges, and successes of program implementation and recommendations for addressing priority support needs of the program.

Task 3 is a priority item. The successful bidder must provide the CDE with a plan for facilitating and hosting these eight (8) regional forums/meetings within one month of the contract award. All eight (8) sessions must be held within six (6) months of the contract award.

In relationship to this task, the contractor will be responsible for all expenses related to these forums, including meeting facilities, a maximum of two presenters, travel for contractor staff members, and other related expenses. The contractor is not responsible for the travel costs of attendees of the forum meeting.

The proposal shall include a description of the bidder's plan to implement this task and demonstrate that adequate and qualified staff will be assigned to ensure effective implementation.

Task 4: Develop and implement a statewide system of field support to help improve the quality and results of before and after school programs through mentorship, coaching, workshops, and technical assistance services to new and existing 21st CCLC Program grantees. Refer to Section 2 of this document for descriptions of existing elements of support.

The bidder must propose a process for engaging and involving the California After School Partners and the Statewide After School Advisory Committee in the development and implementation of the statewide system of field support, and discuss how this work will be integrated with existing supports provided to the state-funded After School Education and Safety Program.

In relationship to this task, the bidder will be responsible for holding a minimum of three (3), two-day sessions to support planning, training, professional development, and regional collaboration. Participants will include a regional team of Regional Lead, Partnership mentor, and CDE consultant for each of the 11 regions and representatives of Partners' staff. All sessions for this group of approximately 40 persons will be held in Sacramento. The contractor is expected to pay travel, lodging, and meal expenses for contractor staff members.

The proposal shall include a description of the bidder's plan to implement this task, describe the proposed approach to developing a collaborative planning process and demonstrate that adequate and qualified staff will be assigned to ensure effective implementation.

Task 5: In collaboration with the CDE; the bidder will develop and maintain linkages with federal and national research and technical support systems; training and materials; and wherever possible, avoid duplication of technical support efforts.

The successful bidder will be required to establish and maintain a working relationship with the federally funded National Partnership for Quality Afterschool Learning, Southwest Educational Development Laboratory. This group develops and provides tools and supports for after school programs across the nation. The successful bidder must also ensure that 21st CCLC programs in California can obtain access to and participate in research efforts and be able to use the resources that are developed.

More information about this federal technical support effort can be accessed at <http://www.sedl.org/afterschool>.

The proposal shall include a proposed plan to implement this task and identify that adequate and qualified staff will be assigned to ensure effective implementation.

Task 6: Develop and implement a model program initiative to support before and after school programs and sites by working with regional teams to (1) define the criteria for identifying and selecting model programs that have reached exemplary level in each region; (2) identify programs in each region that have potential to be new model programs and support their advancement toward the exemplary level; and (3) develop effective processes for sharing information and fostering interaction between model programs and other after school programs in their region for continual improvement of program quality and student results.

The proposal shall include a proposed plan to implement the three elements of this task, describe the approach to be used to ensure effective implementation of the model program initiative.

Task 7: Provide leadership and a forum for developing/enhancing the model program initiative statewide by (1) facilitating a planning team; (2) planning and conducting seminars, site visits, and observations; (3) developing written materials of program examples; and (4) facilitating information sharing and dialogue. Participants in the leadership and forum activities will be the program/district administrators and program coordinators of each identified model program and potential model program, regional leads and CDE consultants.

The contractor will be responsible for holding a two-day session regarding the model program initiative every three months in various locations across the state: at least two sessions each in northern and central California, one session in central coast California, and three sessions in southern California. The group of approximately 60 persons must travel from various locations across the state. The bidder will be expected to pay the expenses for hosting the sessions, travel, lodging, and meals for all participants, for bidder staff members, and selected facilitators/presenters for each session.

The proposal shall include a proposed plan to implement the three elements of this task, describe the approach to providing leadership and developing a collaborative planning process to ensure effective implementation. The proposal shall describe how task products will be developed and made available to program grantees. The proposal shall also demonstrate that adequate and qualified staff will be assigned to ensure effective implementation.

Task 8: In association with activities described earlier in Tasks 4, 5 and 6, identify and make available to grantees research-based effective practices related to after school programs in the following areas:

- **After school program leadership**, to include but not limited to, planning effective after school programs, hiring and training program staff and administration, and monitoring program effectiveness and results.
- **Student achievement of academic standards**, to include but not limited to, developing effective programs that are linked to the regular school day and support student achievement of academic standards.
- **Collaboration**, to include but not limited to, developing effective working relationships with school site administration and staff, as well as with any other partners responsible for program delivery.
- **Professional development**, to include but not limited to, establishing linkages with regular school day operations, professional development in subject matter professional development for program staff, and management techniques for classroom and recreational activities.
- **Building and maintaining partnerships**, to include but not limited to, developing strategies using the regional approach to significantly increase community partnerships that support after school programs.
- **Program sustainability**, to include but not limited to, developing and presenting a strategy for “seeding” fund-raising efforts in each of the 11 regions.
- **Equity and access for students with disabilities and other special needs**, to include but not be limited to, information about administrative procedures and program strategies for including students with disabilities and other special needs in before and after school programs.
- **Use of data for program monitoring and improvement**, to include but not be limited to, the research basis for the use of data from multiple sources to measure the effects of program implementation and results for students, data as a tool for effective program development and continual improvement.

In the development of these supports, the successful bidder will be required to identify and gain access to existing CDE-generated and other research-based, resources that are proven to be effective and can be updated and/or amended as necessary for use as training/resources for after school programs in elementary, middle, and high schools.

The proposal shall include a detailed proposed plan that describes the approach to developing each of the eight modules referenced in this task, how modules will address the needs of elementary, middle and high schools and how existing CDE-generated and other research-based resources will be accessed. The proposal shall demonstrate that adequate and qualified staff will be assigned to ensure effective implementation.

Task 9: Develop training modules for three of the areas named in Task 7, and conduct grantee trainings of at least one module in the eleven (11) regions. The areas are as follows:

- After School Program Leadership
- Student Achievement of Academic Standards
- Use of Data for Program Monitoring and Improvement.

The successful bidder will collaborate with the CDE in selecting the priority module for trainings. Training materials developed for those three areas should consist of 1) a bound three-hole punch document of 20-30 pages or CD-ROM; and 2) an electronic version suitable for posting on the 21st CCLC Program Web site with downloadable forms and resources as applicable.

These trainings may be coordinated with regularly scheduled regional training sessions. The successful bidder will be responsible for planning and coordinating with regional leads and will be expected to pay for travel, lodging, and expenses for bidder staff members.

The proposal shall include a proposed plan that describes how the module training will be made available to program grantees throughout the state and how the two resources referenced in this task will be developed. The plan shall ensure that adequate and qualified staff will be assigned to ensure effective implementation.

Task 10: In consultation with the CDE and Regional Leads, prepare and maintain a start-up manual for new 21st CCLC Program grantees that includes relevant resources, forms, and materials to support effective and efficient program implementation. Approximately 150 printed, three-hole punched copies of the start-up manual should be prepared

for distribution to 72 existing and approximately 40 new 21st CCLC Program grantees. In addition, an electronic, downloadable version of the document should be developed to facilitate usage and accessibility.

The successful bidder will collaborate with CDE in the development and delivery of a two-day, orientation training session for grant and program coordinators in Sacramento for new 21st CCLC Program grantees.

In association with this task, the successful bidder will be responsible for the logistics of setting up the orientation training session, including site selection and grantee registration. The bidder is required to pay for travel, lodging, and meal expenses for bidder staff members.

The proposal shall include a plan that describes the establishment of a collaborative working relationship to develop the two start-up manual products, and a proposed plan to address the logistics of setting up and holding an effective orientation training session. The proposal shall demonstrate that adequate and qualified staff will be assigned to ensure effective implementation.

Task 11: Provide professional development, training, and leadership for Regional Leads. Support of this task should include assigning at least one staff member of the contractor to act as liaison between the Regional Leads and CDE and the Partners. The role of this staff member would be to provide the communication linkage among all stakeholders and to facilitate the combined work of the Regional Leads. As part of this support, the contractor is expected to develop an operations manual for Regional Leads that includes resources, forms, and materials to ensure the Regional Leads can effectively execute their responsibilities, as described on page 8 of this RFP. Hard copies of the operational manual should be prepared for each of the 11 Regional Leads. In addition, an electronic version should also be available to Regional Leads through the 21st CCLC Program Web site.

As part of the support for this task, the bidder must:

- Provide training related to the use of the manual.
- Maintain an e-mail “help line” for Regional Leads.
- Provide e-coaching services.

In relationship to this task, the bidder will be responsible for one-day professional development, planning, and training sessions at least once every three months for the 11 Regional Leads and the Afterschool Partners liaison to the Regional Leads. This session for at

least 15 participants will be planned on a consecutive day immediately after, or before, each of the two-day model program initiative sessions described in Task 6. The bidder is expected to pay for the meeting room and associated expenses and for all participants' meals. In addition, the bidder is expected to pay for travel, lodging, and meal expenses for bidder staff members.

The proposal shall include a proposed plan to implement this task that identifies the qualified staff to be assigned as liaison to the regional leads and describes how the liaison role will be executed. The plan shall also describe the proposed approach for providing effective leadership, professional development and training for regional leads, for developing the operations manual and related training and for maintaining the e-mail help line and e-coaching services. The plan shall describe how effective communication will be established and maintained among all stakeholders.

Task 12: Build support for before and after school programs through targeted, peer-to-peer education and informational strategies with principals and superintendents. Identify principals and superintendents who are current and potential 21st CCLC Program grantees, in particular, those with high priority schools (low-performing schools). Establish and maintain an e-mail distribution list (a Listserv) for current and potential principals and superintendents of 21st CCLC Program grantees.

The proposal shall include a proposed plan to implement this task and identify that adequate and qualified staff will be assigned.

Task 13: With CDE, work with the Curriculum, Instruction, and Support Committee (CISC) of the California County Superintendents Education Services Association (CCSESA) to develop and support the role of after school programs in enhancing academic achievement for students, particularly those in high priority schools.

The proposal shall include a proposed plan to implement this task.

Task 14: Offer e-coaching, video conferencing/streaming, and video training for grantees, Regional Leads, and model programs.

The proposal shall include a proposed plan to implement this task, describe how the three services will be linked to related tasks in this RFP, and ensure that adequate and appropriately trained staff will be assigned to ensure effective implementation.

Task 15: Develop and implement a strategy to contact (for the purposes of conducting a needs assessment and providing information, resources,

and other technical assistance) each 21st CCLC Program grantee that provides programs in elementary, middle, and high schools. Contact must be made with each grantee a minimum of once every six months. The list of grantees is available at <http://www.cde.ca.gov/ls/ba/>. The bidder is responsible for all expenses related to the execution of this task.

The proposal shall include a proposed plan to implement this task, describe a strategy that ensures at least the minimally required frequency of contact is maintained with each grantee and demonstrate that adequate and qualified staff will be assigned to ensure effective implementation.

4. GENERAL INFORMATION

4.1 Bidder Eligibility and References

Public or private corporations, agencies, organizations, or associations with at least sixty (60) months of experience in developing and managing projects similar in subject, scope, and size to that described in this RFP are eligible to submit a bid for this contract. At least 36 months of this experience must be recent and conducted in consecutive years.

The bidder must have expertise with, and significant understanding of, the complexities of large-scale, high-stakes educational reform efforts, particularly those aimed at high priority schools (schools in need of improvement). The bidder must be familiar with state and federal requirements for the development of effective before and after school programs and have experience in school-community partnership development and maintenance.

The bidder must be legally constituted and qualified to do business in the State of California (registered with the Secretary of State). With the exception of bidders whose legal status precludes incorporation (i.e., public agencies, sole proprietorships, partnerships), bidders who are not fully incorporated or in good standing by the deadline for submitting proposals shall be disqualified. If the bidder's legal status precludes incorporation, include a separate paragraph in the cover letter clearly stating the bidder's legal status.

4.2 Contract Funding and Time Period

It is anticipated that this contract will begin approximately June 14, 2004 and will be completed September 30, 2005. The actual starting date of the contract is contingent upon approval of the contract by the Department of General Services (DGS) and continued legislative authorization. A maximum of \$1.1 million is available for this contract.

This contract is subject to restrictions, limitations, or conditions included in the Budget Act or other statute enacted by the California Legislature, which may affect the provisions, terms, or funding of this contract. If sufficient funds are not made available, the state may cancel the contract, with no liability occurring to the state, and the contractor shall not be obligated to perform, or the contract may be amended to reflect the reduced amount.

4.3 Costs of Preparing a Proposal

The costs for preparing and delivering the proposal are the sole responsibility of the bidder. The CDE will not provide reimbursement for any costs related to the bidder's involvement in the RFP process, including any travel expenses.

4.4 Intent to Submit

The bidder must submit an Intent to Submit (Appendix 4) by regular postal service, express courier, or otherwise hand-delivered to the After School Partnerships Office at the following address: California Department of Education, Learning Support and Partnerships Division, After School Partnerships Office, 1430 N Street, Suite 6408, Sacramento, CA 95814, Attn: Norma Munroe.

Any Intent to Submit submitted by facsimile must be sent to (916) 319-0221, Attn: Norma Munroe. The Intent to Submit must be received by 2 p.m. on May 12, 2004. Transmission by electronic mail shall not be accepted. It is the bidder's responsibility to ensure that the Intent to Submit reaches the After School Partnerships Office in Suite 6408. Proposals for which an Intent to Submit has not been received in the After School Partnerships Office by 2 p.m. (PST) on May 12, 2004, will not be accepted.

4.5 Questions and Clarifications

Bidders may submit questions, requests for clarification, concerns, and/or comments (hereinafter referred to collectively as "questions") regarding this RFP. All questions, including those presented at the bidders' conference (section 4.5), must be submitted in writing. The bidder must include its name, e-mail address, and telephone number in its submission. The bidder must specify the relevant section and page number of the RFP for each question submitted. The CDE will post written responses to all questions that are in the proper format and received by 2 p.m. (PST) on May 12, 2004. The CDE will publish written responses on its Web site and will e-mail its responses to all parties that provided the Intent to Submit form by the deadline. The CDE will publish its responses by 5 p.m. (PST) on May 17, 2004.

All questions must be submitted by either e-mail or facsimile. Send e-mails to nmunroe@cde.ca.gov; facsimiles sent to Attention: Norma Munroe, (916) 319-0221.

4.6 Schedule

Critical Dates

April 26, 2004	RFP is released by CDE
May 12, 2004	Intent to Submit form must be received by 2 p.m. (PST)
May 12, 2004	All questions must be received by CDE by 2 p.m. (PST)
May 17, 2004	Responses to questions provided to bidders by 5 p.m. (PST)
May 24, 2004	Proposals due to CDE After School Partnerships Office by noon (PST)
May 25-27, 2004	Review and rating of technical proposals
May 28, 2004	Public opening of cost/price proposals at 10 a.m. (PST)
May 28 –June 4, 2004	Five-day posting period
June 4, 2004	Notification of the successful bidder at 5:00 p.m.(PST)
June 14, 2004	Proposed contract start date, pending Department of General Services' approval.

5. PROPOSAL SPECIFICATIONS

5.1 General Requirements

The proposal submitted must comply with all format and content requirements detailed in this section. The full proposal, consisting of both the Technical Proposal and the Cost Proposal, must be received by the CDE, Learning Support and Partnerships Division, Suite 6408, 1430 N Street, Sacramento, CA 95814 to the attention of Norma Munroe, no later than 12 noon (PST) on or before May 24, 2004.

Transmission by electronic mail (modem/Internet) or facsimile (fax) shall not be accepted. It is the bidder's responsibility to ensure that the submission reaches the Learning Support and Partnerships Division in Suite 6408 by the deadline. If delivering by hand, the bidder should allow sufficient time for the submission to reach Suite 6408: (1) Check in with security guard in the lobby; (2) ask the security guard to phone the After School Partnerships Office (Norma Munroe) at 916-319-0290, the main line at 916-319-0923, or the Division's main line at 916-445-9441 to obtain authorization for

bidder/bidder's representative to enter Suite 6408; and (3) bidder/bidder's representative delivers the package(s) to Suite 6408.

Proposals received after the time and date specified shall not be accepted and shall be returned to the sender unopened and marked "LATE RESPONSE." Proposals sent by regular postal service, express courier, or otherwise hand-delivered must be directed to CDE at the following address:

**California Department of Education
Learning Support and Partnerships Division
After School Partnerships Office
Attention: Norma Munroe, Consultant
1430 N Street, Suite 6408
Sacramento, CA 95814**

NOTICE: SUBMITTED PROPOSALS ARE PUBLIC RECORDS. All proposals and documents submitted in response to this request for proposals shall become the property of the State of California. Pursuant to the Public Contract Code, all proposals and related documents, will be made available in their entirety for public inspection. Submission of a proposal is acceptance of these terms

5.2 Technical Proposal - General Specifications

Each bidder must submit to CDE a Technical Proposal that describes its experience, its qualifications to conduct the required activities, and its approach to completing the tasks. One (1) original and ten (10) copies of the Technical Proposal, along with all required attachments, must be sealed, marked, and boxed separately from the Cost Proposals. All Technical Proposals must be clearly labeled on the outside of the envelope or package as follows:

**TECHNICAL PROPOSAL TO PROVIDE
TECHNICAL ASSISTANCE TO SUPPORT
21ST CCLC PROGRAM GRANTEES**

Bidders are required to follow the format and content requirements detailed in this RFP. The Technical Proposal must be presented in a narrative format demonstrating the ability to meet all qualifications and requirements specified in this RFP. The Work Plan must reference the section and subsection headings specified in the Scope of the Project. Bidders shall NOT include any budget, price, or financial information in any section or required attachment of the Technical Proposal. Cost information included in any section or in any required attachment to the Technical Proposal will result in automatic disqualification and removal of a proposal from further review. Any dollar

figures must be redacted before the proposal is submitted to the CDE (e.g., DVBE attachments, letters of agreement from subcontractors).

NOTE: IF ANY COSTS, RATES, OR DOLLAR AMOUNTS APPEAR IN THE TECHNICAL PROPOSAL, THE BID WILL BE DISQUALIFIED.

The Technical Proposal narrative must be provided in double-spaced pages with one-inch margins and must be produced in font no smaller than 12-point font, and not to exceed 6 lines per inch. Charts or other graphic displays need not be consistent with these requirements. Compressed, narrow or script fonts should not be used. All pages of the Technical Proposal, including pages with charts, must be numbered sequentially. The original and the ten (10) copies of the entire proposal (including narrative section, required attachments, examples of previous work, résumés, and references) must be stapled in the upper left-hand corner.

5.3 Disabled Veteran Business Enterprises Participation Goal Requirements

Public Contract Code Section 10115 requires that state contracts have a participation goal of 3 percent for disabled veteran business enterprise (DVBE), as defined in *Military and Veterans Code* Section 999 (see Attachment 3). In addition, *Public Contract Code* Section 10115.2 requires that contracts be awarded “to the lowest responsible bidder meeting or making good faith efforts to meet these goals.”

To be responsive to this RFP, the bidder must comply with either Option A or Option B below and so indicate on Attachment 3-A:

Option A: **Commitment to full DVBE participation**

- The bidder is a DVBE and commits to performing at least three percent (3%) of the bid amount itself or in combination with other DVBE(s); or
- Commit to using OSDC-certified DVBE(s) for at least three percent (3%) of the bid amount.
- Compliance with "meeting the goal" shall be certified by completing Attachment 3-A (DVBE1). A letter of commitment prepared by other participating DVBE subcontractor(s)/supplier(s), including the goods or services being provided, and a copy of the OSDC DVBE certification must be attached to the DVBE1.

Option B: **Good-faith effort (GFE)** performance and documentation requirements must be completely satisfied prior to bid submission. Perform and document steps 1 through 5 on both sides of the

attached DVBE1. Failure to document GFE steps 1 through 5 as instructed, which includes properly completing and submitting the DVBE1, will result in rejection of the bid. *Note:* Step 3, Advertisement, is required unless the CDE specifically waives it for this solicitation. The steps for documenting good-faith efforts are as follows:

1. Contact the CDE's Contracts Office at (916) 322-3035 for assistance in identifying potential DVBEs.
2. Contact other state and federal government agencies and local DVBE organizations to identify potential DVBEs that could provide goods/services applicable to this contract (see Attachment 3); and
3. Advertise in trade papers and papers focusing on DVBEs at least fourteen (14) calendar days prior to the due date for the proposal. CDE requires advertisement in two separate publications (see Attachment 3).

Note: CDE is waiving the Trade and Focus Papers advertisement requirement of the "Good Faith Effort" process.

4. Invite (solicit) DVBEs who can provide relevant goods and/or services (commercially useful function) relevant to this solicitation. Conducting steps 1 through 3 produces a list of DVBEs from which potential DVBEs may be chosen. Bidders are advised to contact as many DVBEs (who provide relevant goods and/or services in the applicable location[s] as possible.
5. **Consider all responding DVBEs** for contract participation. Consideration must be based on business needs for the contract, and the same evaluation criteria must be applied to each potential DVBE subcontractor/supplier offering the same goods and services (commercially useful function).

Compliance with the requirement for a "good faith effort" shall be documented by completion of Attachment 3-A indicating the dates, times, and contact names for agencies contacted; names of papers used and date(s) of advertising and a copy of the advertisement; names of potential DVBEs solicited and date(s) of solicitation; and names of those considered for participation and, if applicable, the reasons for nonselection. In addition, a letter of commitment prepared by participating DVBE subcontractor(s)/supplier(s), including the goods or services being provided and a copy of the OSDC DVBE certification, must be attached to the DVBE1.

Final determination of either "goal attainment" or "good faith effort" by the bidder shall be at the sole discretion of CDE.

5.4 Technical Proposal Sections

The bidder must prepare and submit a Technical Proposal that contains all the following components: Cover Letter, Table of Contents, Work Plan, Management and Staffing, Experience and Capacity, Examples of Previous Work, References, and all required attachments. The proposal should be submitted in this order and each section shall include the designated heading. No additional sections may be included. No pamphlets, letters of support (except from proposed subcontractors), or other items that are not specifically requested for the Technical Proposal must be attached. Any additional sections or materials not specifically requested in this RFP will not be read.

- a. **Cover Letter** – The original Cover Letter must be attached to the ORIGINAL Technical Proposal. The Cover Letter must be signed by the representative who is qualified to make the offer on behalf of the bidder to perform the work described and must indicate the representative's position title and certifying authority to make the officer on behalf of the organization. A copy of the Cover Letter must also be included with each copy of the Technical Proposal submitted.

The cover letter must:

1. Present a short summary of the bidder's qualifications and strengths related to the size and scope of this project.
 2. Acknowledge that the rights to any hard copy/electronic material, report, or other material developed by the bidder or its subcontractors in connection with this agreement shall belong to the CDE.
 3. Attest to the bidder's eligibility in terms of being legally constituted to do business in California (see section 4.1 of the RFP).
 4. Identify acceptance of the contract terms and requirements as specified in section 7 of this RFP.
 5. Identify the mailing address, telephone number of the authorized representative who signed the cover letter. If available, include the e-mail address, and fax number.
- b. **Table of Contents** – The Table of Contents must identify, by page number, all the following sections and subsections required in the Technical Proposal:

1. Work Plan, including all the required sections described in the Scope of Work of this RFP
 2. Management and Staffing
 3. Experience and Capacity
 4. Examples of Previous Work
 5. References (5 detailed client references)
 6. Required Attachments
 - Attachment 1 - The Non Discrimination Compliance Statement
 - Attachment 2 –The Small Business Preference Sheet
 - Attachment 3 – The Disabled Veterans Business Enterprise (DVBE) attachment
 - Attachment 7 – The Certificate Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters: and Drug-Free Workplace Requirements
- c. **Work Plan** – The Work Plan must:
- describe in detail the tasks and activities to be undertaken in order to accomplish the purpose of the project and produce the required final products. The plan must address each of the Tasks described in the Scope of Work (section 3) of this RFP.
 - describe any anticipated theoretical or practical problems associated with the completion of each task should be discussed; solutions, alternatives, or contingency plans related to these problems should be proposed as appropriate.
 - include proposed task initiation and completion dates and levels of effort (i.e. hours) by task for proposed personnel, and chronologically for the entire contract period. The relationships between proposed activities and referenced tasks that they support should be clearly described.
 - address the specific requirements and/or products and deliverables associated with each of the tasks described in the Scope of Work (section 3) of this RFP.
- d. **Management and Staffing** – This section of the Technical Proposal must demonstrate that an effective management team will be established to successfully accomplish the required work and must include a plan for the internal management of contract work so that tasks are accomplished according to the timeline submitted in the Technical Proposal.
1. Effective Management – The management team must be composed of a project manager, a fiscal officer and key staff essential to effective implementation of the tasks described in the Scope of Work of this RFP (e.g., fiscal officer, administrative

support). To be successful, this project requires an effective management system that enables the bidder to complete tasks on schedule and within budget. The management system must include clearly identified procedures for:

- Managing project personnel, subcontractors, and tasks
- Ensuring adherence to the schedule and deadlines
- Ensuring high-quality products and outcomes
- Identifying potential problems early and seeking solutions immediately
- Maintaining frequent communication with CDE
- Monitoring and controlling project expenditures

The project manager must have a minimum of sixty (60) months of experience and expertise in developing and managing projects similar in subject, scope, and size to that described in this RFP; an understanding of the issues related to effective statewide program implementation and support, and an understanding of applicable state and federal laws relating to the objectives of before and after school programs

The fiscal officer must have a minimum of thirty-six (36) months of experience managing projects of similar complexity.

2. Staffing and Organizational Plan – This section of the Technical Proposal must provide the following information:
 - a. A staff organizational plan/chart that makes clear and identifies by name staff members assigned to the project, the relationship of each position to the work plan, and the project's relationship to the organization's structure.
 - b. The amount of time devoted to each task described in the Scope of Work of the RFP (Section 3)
 - c. Lines of responsibility and approval authority
 - d. Proposed staff responsible for each component of the work plan and the estimated number of hours required for completion.
3. Subcontractors - If subcontractors will be used, this section must :
 - a. Identify all proposed subcontractors and their assigned duties.
 - b. Describe the experience and document the ability of proposed subcontractors to perform and administer all tasks related to this RFP.

The bidder must submit letters of agreement from proposed subcontractors. Do NOT include any subcontractor rate information in the Technical Proposal. If rates are included in any materials that may be submitted as part of the Technical Proposal, the rates must be redacted prior to submission of the Technical Proposal or the proposal will be eliminated from further consideration.

4. **Résumés** – The bidder must attach the vitae, or résumés, of the proposed project manager, fiscal officer and the key professional and administrative staff members be responsible for executing the tasks described in the Scope of Work. Vitae, or résumés of proposed staff must document all related experience: educational background, roles in related projects, and show the staff member's years of relevant experience by stating the beginning and ending dates for all positions listed. Vitae, or résumés must be provided in sufficient detail to allow an evaluation of the person's competency and expertise.
- e. **Experience and Capacity** – This section must describe the experience of the bidder in providing the services required, including discussion of previous related work. The bidder must show clear evidence of:
1. A minimum of sixty (60) consecutive months of recent experience in the development and management of projects similar in subject, scope, and size to that described in this RFP. This experience should include developing and providing technical support of similar school-community efforts at a statewide level and establishing and maintaining an effective, interactive communication system.
 2. Minimum of thirty-six (36) months of experience in leading and directing learning support and/or after school programs for children and youths K-12.
 3. Knowledge of and familiarity with the California public school system, expertise with and significant understanding of the complexities of large-scale, high-stakes K-12 educational reform efforts, particularly those aimed at high priority schools (schools in need of improvement).
 4. **Education and After School Programming**
 - Experience in designing and providing technical assistance and support for K-12 educational/instructional programs designed to provide assistance and support to students in core academic subjects.
 - Experience in designing and providing educational enrichment to complement the core academic subjects for K-12 students.
 - Experience in coordinating and providing supportive family

- literacy services.
 - Experience in developing the infrastructure responsible for planning and coordinating training and technical assistance on a statewide basis.
5. Collaborative Efforts
Experience and expertise in developing, participating in, and maintaining collaborative partnerships involving schools, community organizations, and public and private entities.
 6. Experience in and capacity for supporting the cultural and ethnic diversity characteristic of the public school system in California.
- f. **Examples of Previous Work** – The bidder must include at least five (5) samples of work related to organizing and conducting statewide training and technical support for before and after school and /or learning support programs. The bidder must provide three copies of such products with the technical proposal package.
- g. **References** – The bidder must include at least five (5) detailed client references relevant to the scope and complexity of the services required by this RFP. These references must include a description of the services performed, the date of these services, and the name, address and telephone number of the client reference.
- h. **Required Attachments**
The appendix must include all of the following required compliance forms and certifications:
1. **The Nondiscrimination Compliance Statement (STD 19)** – This form must be signed and dated with an original signature (preferably in blue ink) in the original Technical Proposal with each copy of the proposal (Attachment 1 of this RFP).
 2. **The Small Business Preference Sheet** – This sheet must be completed with an original signature (preferably in blue ink) in the original Technical Proposal (Attachment 2 of this RFP). If the preference is being claimed, a copy of the certification letter from the Office of Small Business and Disabled Veterans Business Enterprise Certification (OSDC) must be included
 3. **The Disabled Veterans Business Enterprise (DVBE) attachment** – This attachment must be completed in accordance with instructions in Attachment 3 (see section 5.32 of this RFP for more information).

4. The State Drug-Free Workplace Certification (Attachment 4) – This certificate must be signed and dated with an original form signed (preferably in blue ink) in the original Technical Proposal.
5. The Certificate Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters: and Drug-Free Workplace Requirements – This certificate must be signed and submitted as Attachment 7.

5.5 Cost Proposal–General Specifications

Each bidder must submit a separate Cost Proposal that describes the costs for completing the tasks. One (1) original and six (6) copies of the Cost Proposal must be sealed, marked, and boxed separately from the Technical Proposal. The Cost Proposal will NOT be opened unless the Technical Proposal has met the requirements of Step I, parts 1 through 3 under Section 8—Proposal Evaluation Process. All Cost Proposals must be clearly labeled on the outside of the envelope or package with the following proposal title:

**COST PROPOSAL TO PROVIDE
TECHNICAL ASSISTANCE TO SUPPORT
21ST CCLC PROGRAM GRANTEES
Do not open before May 28, 2004, at 10 a.m. (PST)**

Do NOT place any non-Cost Proposal materials in the Cost Proposal envelope or package as CDE will NOT open a sealed Cost Proposal package for any reason during the Technical Proposal review process.

5.5.1 Cost Proposal Sections

The Cost Proposal must include the following components:

- b. Cover Sheet – The first page of the Cost Proposal must be a Cover Sheet. Only the Cover Sheet will be read at the bid opening. The Cover Sheet must indicate the TOTAL amount of the bid for the overall contract without any cost breakdowns. The Cover Sheet should state:

“[Name of bidder] proposes to conduct the work associated with the SB 964 Study Report, as described in this RFP, for \$_____.”

The contract will be awarded to the lowest responsible bidder meeting the requirements of this RFP.

The bidder’s total contract bid amount must be intended for all tasks and personnel specified in the Scope of the Project and all related overhead or indirect costs. No direct or indirect cost of carrying out the project shall be

omitted, and no amendments to the bid amount submitted in the Cost Proposal will be allowed.

- c. Detailed Budget – The Cost Proposal must contain a detailed line-item budget for completion of the work outlined in the Technical Proposal. The Cost Proposal must be broken down by budget line-items and by major tasks. The Cost Proposal must provide a clear computation and an explanation of all rates, including indirect cost detail. All staffing titles used in the Cost Proposal, including Project Manager and Fiscal Officer, must correspond to the staffing titles used in the Technical Proposal. The detailed budget must include the following components:
1. Cost breakdown of all major labor costs by tasks (e.g., cost of producing draft and final reports) and budget line-items, including hourly or billing rates for all personnel and the total number of hours projected for this project.
 2. Cost breakdown of all operating expense detailed by budget line items.
 3. Separately identified overhead/indirect costs supported by indirect cost detail: specify the distribution base (such as direct salaries and wages, or other base that results in an equitable distribution) and identify the costs by type that are charged as indirect (such as costs of operating and maintaining facilities; general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting. If the bidder has a federally approved indirect cost rate, that fact should be stated and the federal agency that approved the rate identified.
 4. Summary of total costs by budget line-items and the overall total for the entire project.
 5. Detailed breakdown of any subcontractor expenses. This display includes labor costs, operating expenses, fixed cost detail, and indirect cost detail, including information regarding federally approved rates, as well as the required cost summaries.
 6. All travel costs (must not exceed those established for the CDE's non-represented employees computed in accord with, and allowable pursuant to, applicable Department of Personnel Administration regulations (see Attachment 5)).

6. CONTRACT MONITORING

The CDE will monitor the resulting contract to ensure that work is progressing appropriately and that the terms of the contract resulting from this RFP are being met. The following meetings, records, and reports will be required:

- Communication with the CDE – The contractor will participate in a planning meeting with the CDE within one (1) month of the contract award. Thereafter communication with the CDE will be maintained through monthly conference calls or meetings.
- Progress Reports – The contractor will provide reports to the CDE every three months describing progress toward the goals of this RFP statewide and in each of the 11 regions and referencing contract deliverables timelines. Progress reports should detail the current status, progress made, next steps and responsible parties, needed feedback, and timelines.
- Budget Reports – The contractor will provide reports every three months accounting in arrears for expenditure of all funding associated with this project and detailing variances against the budget. The contractor will include a budget narrative requesting the CDE's prior approval of any proposed line-item variances of ten percent (10%) or more as well as proposed budget revisions.
- Reports to the California Statewide AfterSchool Advisory Committee – In collaboration with the CDE, the contractor will provide the AfterSchool Advisory Committee with written reports and presentations during the committee's regularly scheduled meetings every six months. These reports and presentations will summarize the status, progress, issues, and next steps associated with establishing statewide technical assistance and training for California 21st CCLC Program grantees.
- End of Contract Report to the CDE and AfterSchool Partners – The contractor will meet with the CDE and the governing body of the California AfterSchool Partnership at the close of the contract period to present a report that documents the tasks accomplished during the contract period and the support provided to grantees and provides insights and recommendations for ongoing support for after school programs at the state and regional levels.

7. CONTRACT TERMS AND REQUIREMENTS

7.1 Compensation

Payments will be made in arrears on a quarterly basis upon satisfactory completion of each identified task and receipt of an itemized invoice and the progress report described previously under section 6 of this RFP. The State shall retain from each payment an amount equal to ten percent (10%) of the payment. Release of the ten percent (10%) of the contract is contingent upon the contractor's satisfactory completion and acceptance by the CDE of the final work required by the contract. Final payment for the contract will not be made until the CDE accepts and approves the contracted work as satisfactorily completed and the state contract monitor completes a Std 4 document to this effect.


Surplus funds from a given line-item of the budget, up to ten percent (10%) of that line-item, may be used to defray allowable direct costs under other budget line items with prior written approval of the CDE. Any budget line-item change exceeding ten percent requires a contract amendment and approval by the Department of General Services, if required by state law or policy. **Changes cannot be made that increase the rates of reimbursement.**

All travel costs shall be reimbursed at rates not to exceed those established for the CDE's nonrepresented employees, computed in accord with, and allowable pursuant to, applicable Department of Personnel Administration regulations (Attachment 5).

7.2 Contract Requirements Related to DVBE Participation Goals

Substitution of a DVBE

- a. After award of a contract, the successful contractor must use the DVBE subcontractor(s) and/or supplier(s) proposed in the solicitation response to the state, in accord with Title 2, Section 1896.62, unless a substitution is requested. The contractor must request the substitution in writing to the contract monitor, and the CDE must have approved the substitution in writing. At a minimum, the substitution request must include:
 1. A written explanation of the reason for the substitution and, if applicable, the contractor must also include the reason a non-DVBE subcontractor is proposed for use.
 2. A written description of the business enterprise to be substituted, including its business status as a sole proprietorship, partnership, corporation or other entity, and the DVBE certification status of the firm, if any.

3. A written notice detailing a clearly defining portion of the work identified both as a task and as a percentage share/dollar amount of the overall contract that the substituted firm will perform.
- b. The request for substitution of the DVBE subcontractor/supplier must be approved in writing by the awarding department prior to commencement of any work by the subcontractor/supplier.
- c. The request for substitution of a DVBE and the awarding department's approval or disapproval cannot be used as an excuse for noncompliance with any other provision of law, including, but not limited to, the Subletting and Subcontracting Fair Practices Act (sections 4100 et seq., *Public Contract Code*) or any other contract requirements relating to substitution of subcontractors.
- d. If a contractor requests substitution of its DVBE subcontractor(s)/supplier(s) by providing a written request in accord with Title 2, Section 1896.64(c), the CDE may consent to the substitution of another person as a subcontractor in any of the following situations:
 1. When the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract when that written contract based upon the general terms, conditions, plans, and specifications for the project involved or the terms of that subcontractor's written bid is presented to the subcontractor by the prime contractor. 
 2. When the listed subcontractor becomes bankrupt or insolvent or goes out of business.
 3. When the listed subcontractor fails or refuses to perform his or her subcontract.
 4. When the listed subcontractor fails or refuses to meet the bond requirements of the prime contractor.
 5. When the prime contractor demonstrates to the awarding department, or its duly authorized officer, that the name of the subcontractor was listed as the result of an inadvertent clerical error.
 6. When the listed subcontractor is not licensed pursuant to any applicable licensing requirement of any regulatory agency of the State of California.
 7. When the CDE, or its duly authorized officer, determines that the work performed by the listed subcontractor is substantially

unsatisfactory and not in substantial accord with the plans and specifications or that the subcontractor is substantially delaying or disrupting the process of the work.

- e. Prior to approval of the prime contractor's request for the substitution, the CDE or its duly authorized officer shall give notice in writing to the listed subcontractor of the prime contractor's request to substitute and of the reasons for the request. The notice shall be served by certified or registered mail to the last known address of the subcontractor. The listed subcontractor who has been so notified shall have five working days within which to file written objections regarding the substitution to the awarding authority. Failure to file these written objections shall constitute the listed subcontractor's consent to the substitution.
- f. If written objections are filed, the awarding authority shall give notice in writing, of at least five working days, to the listed subcontractor of a hearing by the awarding department on the prime contractor's request for substitution.

The request and the State's approval or disapproval is NOT to be construed as an excuse for noncompliance with any other provision of law, including but not limited to, the Subletting and Subcontracting Fair Practices Act or any other contract requirements relating to substitution of subcontractors. Failure to adhere to at least the DVBE participation proposed by the successful bidder may be cause for contract termination and recovery of damages under the rights and remedies due the State under the default section of the contract.

Reporting

The successful contractor must agree to provide reports of actual participation by DVBEs (by dollar amount and category) as the CDE may require to document compliance.

Compliance Audit

The Contractor must agree that the State or its designee will have the right to review, obtain, and copy all records pertaining to performance of the contract. The Contractor must agree to provide the State, or its designee, with any relevant information requested and shall permit the State, or its designee, access to its premises, upon reasonable notice, during normal business hours, for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. The Contractor must further agree to maintain such records for a period of five (5) years after final payment under the contract.

7.3 Staff Replacements

Changes to any of the Contractor's professional project personnel or management team (e.g., project manager or fiscal officer) requires formal approval by the CDE contract monitor. The Contractor must submit this request in writing at least 30 days prior to a staffing change, and the request must be approved before a change in staffing is made.

7.4 Ownership of Materials, Patents, Copyrights, Trademarks, and Trade Secrets

All materials developed under the terms of this agreement will become the property of the CDE. The CDE reserves the exclusive right to copyright such material and to publish, disseminate, and otherwise use materials developed under the terms of this agreement. Copyright for the CDE must be noted on all materials produced for the purposes of this contract, including, but not limited to, test forms, sample test materials, and presentation materials. The Contractor acknowledges that the rights to any report, computer program, documentation for programs, training modules, program research, reports, or other material developed by the Contractor or its subcontractors in connection with this agreement shall belong to the CDE. The CDE acknowledges that any materials and proprietary computer programs previously developed by the Contractor or its subcontractors shall belong to the Contractor or its subcontractors.

The Contractor warrants that it has secured or shall have secured any necessary rights, clearances, and/or licenses for all materials and elements embodied in or used in connection with the performance of this contract and that all included material shall neither violate nor infringe upon the copyright, service mark, trademark, privacy, creative, or other rights of any person, firm, corporation, or other third party. The Contractor must provide the CDE with documentation indicating a third party's permission for the CDE to use the third party's materials, such as a reading passage excerpted from a book or short story or artwork, for eight (8) years. The CDE reserves the right to review any materials potentially for sale to determine if they are outside the scope of work. The Contractor must seek review and approval from the CDE before proceeding to produce for sale any materials related to this contract.

7.5 Retention of Records

The Contractor must maintain accounting records and other evidence pertaining to costs incurred and keep them available during the contract period and thereafter for five (5) full years from the date of the final payment. The Contractor shall keep all compliance forms for inspection during the term of the contract and for five (5) years thereafter. The CDE and its designees must be permitted to audit, review, and inspect the Contractor's activities, books, documents, records, and papers during progress of work and for five (5) years following final payment.

7.6 Ownership and Disposition of Equipment

Equipment purchased under the provisions of the contract is the property of the State and shall be used for its intended purpose during the term of this agreement. An inventory of all equipment purchased under the contract shall be maintained. After termination of the agreement, equipment shall be disposed of in accord with instructions from the CDE.

7.7 National Labor Relations Board Certification

By signing the contract, the Contractor swears under penalty of perjury that no more than one (1) final, unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a federal court that orders the Contractor to comply with an order of the National Labor Relations Board (not applicable to public agencies).

7.8 Anti-trust Claims (*Government Code* sections 4552–4554)

In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 *USC* Section 15) or under the Cartwright Act (Chapter 2) commencing with Section 16700 of Part 2 of Division 7 of the *Business and Professions Code*, arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

Upon demand in writing by the assignor, the assignee shall, within one (1) year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose; and (a) the assignee has not been injured thereby; or (b) the assignee declines to file a court action for the cause of action.

7.9 Recycled Paper Certification (*Public Contract Code* Sections 10308.5–10354)

By signing the contract, the Contractor agrees to certify in writing to the CDE, under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post-consumer material and secondary material as defined in *Public Contract Code* sections

12161 and 12200, in materials, goods, or supplies offered or products used in the performance of the contract regardless of whether the product meets the required recycled product percentage as defined in sections 12161 and 12200. The Contractor must certify that the product contains zero recycled content.

7.10 Air or Water Pollution Violations (*Government Code* Section 4477)

By signing the contract, the Contractor swears under penalty of perjury that the Contractor is not (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an Air Pollution Control District; (2) subject to a cease-and-desist order not subject to review issued pursuant to Section 13301 of the *Water Code* for violation of waste discharge requirements or discharge prohibition; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution. This provision does not apply to public agencies.

7.11 Child Support Compliance Certification (*Public Contract Code* Section 7110)

By signing this agreement, the Contractor acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of part 5 of Division 9 of the *Family Code*; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

7.12 Computer Software Copyright Compliance

By signing this agreement, the Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

7.13 Prohibition Against Outside Agreements

The Contractor and subcontractor(s) must not enter into agreements related to products and/or services of this contract without the prior approval by the State of a work proposal and budget for the work proposed.

7.14 Confidentiality

The Contractor shall not disclose data or documents or disseminate the contents of documents or reports without express written permission from the CDE Contract Monitor.

The Contractor shall not comment publicly to the press or any other media regarding its data or documents or CDE actions on the same except at a public hearing or in response to questions from a legislative committee.

The Contractor must immediately notify the CDE if a third party requests or subpoenas documents related to this contract.

7.15 Correspondence

Correspondence prepared by the Contractor relating to the logistics of tasks to be performed by the Contractor under the scope of work of this contract or correspondence of an informational nature related to the program supported by this contract, which is prepared by the Contractor, must be reviewed by the CDE prior to mailing or distribution.

As a standard business practice, the Contractor must "copy" the CDE contract monitor on each final letter and memorandum prepared by the Contractor under the scope of work of this contract.

The Contractor must provide CDE with three (3) business days to review correspondence prepared by the Contractor under the scope of work of this contract.

7.16 News Releases

The Contractor must not issue any news releases or make any statement to the news media in any way pertaining to this contract without prior written approval of the CDE, and then only in cooperation with the CDE.

7.17 CDE Approval of Deliverables

All approvals, orders for correction, or disapprovals from the CDE must be in writing. If the CDE rejects a deliverable or product as unacceptable, Contractor shall make required corrections within the timeframe required by the CDE.

Failure of the Contractor to obtain prior CDE approval of deliverables or products shall not relieve the Contractor of performing the related contract responsibilities and providing related required deliverables or products to the CDE. The Contractor must accept financial responsibility for failure to meet agreed-upon timelines and quality standards. The CDE shall have no liability for payment of any work, of any kind whatsoever, which commences without prior CDE approval.

7.18 Union Organizing and Activities

- a. By signing this agreement the Contractor hereby acknowledges the applicability to this agreement of *Government Code* sections 16645 through 16649.
 1. Contractor will not assist, promote, or deter union organizing by employees performing work on a state service contract, including a public works contract.
 2. No state funds received under this agreement will be used to assist, promote, or deter union organizing.
 3. Contractor will not, for any business conducted under this agreement, use any state property to hold meetings with employees or supervisors if the purpose of such meetings is to assist, promote, or deter union organizing, unless the state property is equally available to the general public for holding meetings.
 4. If the Contractor incurs costs or makes expenditures to assist, promote, or deter union organizing, the Contractor will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs. The Contractor shall provide these records to the Attorney General upon request.
- b. The Contractor hereby certifies that no request for reimbursement or payment under this agreement will seek reimbursement for costs incurred to assist, promote, or deter union organizing.

7.19 Standard Agreement Provisions

If awarded the contract, the successful bidder must accept the provisions on the reverse side of the Standard Agreement (STD form 2) without exception. The provisions are as follows:

- a. The Contractor agrees to indemnify, defend, and hold harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material-men, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the Contractor in the performance of this contract.
- b. The Contractor, and the agents and employees of the Contractor, in the performance of the agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

- c. The State may terminate this agreement and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. The cost to the State shall be deducted from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand.
- d. Without the written consent of the State, this agreement is not assignable by the Contractor either in whole or in part.
- e. Time is of the essence in this agreement.
- f. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- g. The consideration to be paid the Contractor, as provided herein, shall be in compensation for all the Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

7.20 Prohibited Bids Concerning End Product of Contract

In compliance with *Public Contract Code* Section 10365.5, no person, firm, or subsidiary hereof that is awarded this contract (nor any subcontractor of more than 10 percent of the total monetary value of this contract) may submit a bid for, nor be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in this contract.

8. PROPOSAL EVALUATION PROCESS

The proposal shall be evaluated by a selection panel.

In the event of a two-way (or more) tie for the lowest responsible bid, the method that shall be used as a "tie-breaker" will be to place the names of the bidders in a container to be randomly drawn. The first name drawn will be the proposed awardee.

Each proposal shall be evaluated to determine responsiveness to the general requirements as well as adherence to the format and content requirements described in this RFP. The CDE reserves the right to reject any or all proposals. Nothing herein requires the awarding of a contract in response to this RFP. The selection process

complies with the requirements for competitive bidding in *Public Contract Code* Section 10344(b) requiring prospective bidders to submit their Technical Proposals and Cost Proposals in separate sealed envelopes.

Following the time and date for receipt of proposals, each Technical Proposal will be opened and evaluated using a two-step process.

Step I (consisting of three parts): The initial two parts of the first step (Step I, Part 1 and Step 1, Part 2) pertain to proposal requirements and minimum qualifications and standards.

Proposals will be evaluated on a yes/no basis for all criteria in the first two parts of Step I. Receipt of a "No" will result in elimination of the proposal from further consideration.

Step I, Part 3: Technical Proposal evaluation will yield a numeric score rating. A review panel will rate proposals on criteria described in the technical proposal section. Any technical receiving a rating of less than 153 points will be rejected.

Step II: The process of publicly opening of the envelope containing the cost/price information. Only those proposals passing the first step of the process will have their envelopes opened and read. The CDE will review the Cost Proposals for compliance with the standards and requirements listed in section 5.3 of this RFP. The Cost Proposals are not scored. Cost proposals that fail to provide the required information and detail will be eliminated from further consideration.

The public opening of the cost/price proposals for those passing all three parts of first Step I will be held:

**May 28, 2004 at 10:00 a.m. 
After School Partnerships Office, CDE
1430 N Street, Suite 6408
Sacramento, CA 95814**

The Small Business Preference will be computed if required documentation is included in the proposal and adjustments to bid prices will be made accordingly. The contract will be awarded to the lowest responsible bidder meeting the specifications as described.

The notice of the proposed contractor to receive the award will be posted for five working days, May 28-June 4, 2004 at the CDE Personnel Office, 1430 N Street, First Floor. After the five-day notice has been completed, the proposed awardee will be formally notified by mail. During the same period, all proposals and rating sheets will be available for public inspection at the After School Partnerships Office, CDE, 1430 N Street, Suite 6408, Sacramento, during normal business hours.

9. CONTRACT AWARD PROTEST PROCEDURES

If, prior to the formal award, any bidder files a protest with the Department of General Services (DGS) against the awarding of the contract, the contract shall not be awarded until either the protest has been withdrawn or DGS has decided the matter. Within five (5) days after filing the protest, the protesting bidder shall file with DGS a full and complete written statement specifying the grounds for the protest. Protests shall be limited to those specified in *Public Contract Code* Section 10345 (Attachment 6 describes the protest procedures to be followed by a bidder filing a protest).

10. RATING CRITERIA AND EVALUATION FORM

Bidder's Name: _____

Step I, Part 1—Adherence to Proposal Requirements This step is rated on a **yes/no** basis and receipt of a “no” on any of the following shall result in elimination of the proposal from further consideration and review.

- | | | |
|-----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| yes | no | 1. Bidder submitted one (1) clearly marked original and ten (10) copies of the technical proposal submitted on or before noon (PST) on May 24, 2004 as required in this RFP (Bidder should clearly mark the original technical proposal). |
| yes | no | 2. The proposal has a cover letter signed by an authorized representative that appears before the table of contents. |
| yes | no | 3. Bidder submitted the Cost/Price Proposal in a separate, sealed envelope or package. |
| | | 4. Required forms submitted with each copy of the technical proposal (check each one submitted): |
| yes | no | a. Nondiscrimination Compliance Statement (Attachment 1) completed with an original signature on the form included in the original technical proposal. |
| yes | no | b. Small Business Preference Sheet (Attachment 2) completed and a copy of the OSDC certification letter included in the technical proposal if the preference is being claimed or date of application indicated if not yet certified. |
| | | c. DVBE Participation Goals must have all of the following: |
| yes | no | Attachment 3 , Compliance with DVBE Participation Goals |
| yes | no | NA Attachment B, Summary of DVBE Participation (percents only) |
| yes | no | NA Attachment C, Documentation of Good Faith Efforts |

yes	no	NA	Certification Letters (dollar amounts redacted)
yes	no	NA	Commitment Letters (dollar amounts redacted)
yes	no		CDE's Contracts Office has determined compliance with DVBE Participation Goals
yes	no	d.	Certification Regarding Provision of a Drug-Free Workplace (Attachment 4) completed with an original signature on the form included in the original proposal.
yes	no	e.	Certificate Regarding Lobbying, Debarment, Suspension or Other Responsibility Matters; (Attachment 7 completed with an original signature on the form included in the original proposal
yes	no	5.	Proposal is presented in the format required by the RFP
yes	no	6.	Proposal includes all required sections as outlined below.

Cover Letter that:

yes	no	a.	Presents a short summary of the bidder's qualifications and strengths related to the size and scope of the project.
yes	no	b.	Acknowledges that the rights to any hard copy/electronic material, report, or other material development in connection with this agreement shall belong to the CDE.
yes	no	d.	Identifies acceptance of the contract terms and requirements as specified in Section 7 of the RFP.
yes	no	e.	Signed by the individual qualified to make the offer to perform the work described. The signed original is included in the original technical proposal. The individual signing the letter must indicate their position title, certifying that they are authorized to make the offer on behalf of the organization.
yes	no	f.	Identifies the mailing address, telephone number of the authorized representative who signed the cover letter. E-mail address and fax number optional.

Table of Contents that:

yes	no	a.	Identifies by page number all of the following sections and subsections required in the Technical Proposal
-----	----	----	------------------------------------------------------------------------------------------------------------

Work Plan

		a.	Describes in detail the tasks and activities to be undertaken to accomplish the purpose of the project and produce the required products. Describes how each of the Tasks described in the Scope of Work will be achieved:
yes	no	Task 1	– Approach for establishing working relationships

- | | | |
|-----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| yes | no | Task 2 – Effective system for communication |
| yes | no | Task 3 – Regional policy development and grantee meetings |
| yes | no | Task 4 – Statewide System of Field Support |
| yes | no | Task 5 – Linkages to Federal Research and Technical Support |
| yes | no | Task 6 – Develop and Implement model program initiative |
| yes | no | Task 7 – Leadership and Forum for model program initiative |
| yes | no | Task 8 – Develop research-base training modules |
| yes | no | Task 9 – Priority Module training and materials |
| yes | no | Task 10– Start-up manual and training for grantees |
| yes | no | Task 11– Professional development, leadership and support for Regional Leads |
| yes | no | Task 1 – Build support for 21 st CCLC programs with principals and superintendents |
| yes | no | Task 13– Work with CISC to develop support for the role of after school programs |
| yes | no | Task 14– E-coaching, video conferencing and training |
| yes | no | Task 15– Strategy to contact each 21 st CCLC program grantee. |
| yes | no | b. The Schedule for Project Deliverables includes a timeline that gives the product/deliverable, the date(s) to be provided, including drafts if applicable, and the person directly responsible for that product. |

Management and Staffing

- | | | |
|-----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| yes | no | a. Identifies a management team of Project Manager, Fiscal Manager, key staff and subcontractor's project coordinator(s) (if applicable). |
| yes | no | b. Provides a staff organizational plan/chart that clearly identifies staff members assigned to the project, project manager, the project's relationship to the organization's structure, the lines of responsibility and approval authority, the amount of time devoted to each task, proposed staff responsible for each component of the work plan, and estimated number of hours required for completion. |
| yes | no | c. Indicates all proposed subcontractors and their assigned duties, and related experience. |
| yes | no | d. If applicable, letters of commitment from proposed subcontractors. |
| yes | no | g. Includes vitae or resumes for key personnel, Project Manager, Fiscal Officer and key professional and administrative staff. The vitae must document years of relevant experience, depth of qualifications, training and experience, in sufficient detail to allow an evaluation of the person's expertise. |

- project manager has sixty (60) months of experience managing projects of similar scope and size
- fiscal manager has thirty-six (36) months of experience.

Experience and Capacity

- | | | |
|-----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| yes | no | a. Provides evidence of sixty(60) consecutive months of recent experience in the development and management of projects of similar subject, size, and scope as that described in this RFP. |
| yes | no | b. Provides evidence of thirty-six (36) months of experience in leading and directing learning support and/or after school programs for children and youths K-12.. |
| yes | no | c. Describes the bidder's capacity, understanding, experience and ability to perform and administer tasks related to this RFP. |

References and Examples of Previous Work

- | | | |
|-----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| yes | no | a. Provides at least five (5) detailed client references relevant to the scope and complexity of the services required by this RFP. |
| yes | no | a. Provides at least five (5) examples of previous work related to organizing and conducting statewide training and technical support for before and after school programs. (three copies required) |

Step I, Part 2—Minimum Qualifications (Rated on a yes/no basis)

The bidder must show clear evidence of meeting the following conditions:

- | | | | |
|-----|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| yes | no | NA | The bidder is a public or private corporation, agency, organization or association and is legally constituted to do business within the State of California, with exception of applicants whose legal status precludes incorporation. |
|-----|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Step I, Part 3—Technical Evaluation

A review panel will be convened to evaluate the proposals using a consensus process. All the proposal sections, except the Table of Contents and attachments, will be evaluated. A minimum of **153 (90%) out of 170** points is required for a proposal to be advanced to the bid opening.

Technical Quality of Work Plan	115 possible points	Score
1. The clarity and feasibility of the work plan and its responsiveness to the requirements of this RFP, including mandatory deliverables, clarity of the bidder's description of the planned procedures and major activities through which the bidder will accomplish the purpose and scope of the project, and a complete work plan. (10 points)		
2. The clarity and feasibility of the proposed approach for establishing interactive working relationships with the California After School Partners, during the development and implementation of RFP tasks. (5 points)		
3. The appropriateness and comprehensiveness of the proposed plan to design, build and maintain a statewide 21 st CCLC communication system. The degree to which the bidder demonstrates the ability to effectively develop and maintain similar systems. (10 points)		
4. The appropriateness of plans to coordinate statewide policy development forums and grantee/stakeholder meetings and to develop individual and statewide reports. (5 points)		
5. The degree to which the bidder addresses a comprehensive and feasible approach to the development of the statewide system of field support and provides a plan to use this support system to improve the quality and results of before and after school programs. (10 points)		
6. The appropriateness of plans to develop and maintain linkages to federal and national research and support systems for after school programs. The clarity of the bidder's vision of how California's programs can participate in research efforts and have access to resources that are developed. (5 points)		
7. The appropriateness and feasibility of plans to develop and an effective process to implement the model program initiative. The degree to which the bidder provides a plan that describes how model program criteria will be developed, how leadership will be provided and resources developed to support after school programs statewide. (10 points)		

8. The degree to which the bidder provides an appropriate and comprehensive plan that describes how effective practices in the content areas listed in Task 8 of this RFP's Scope of Work will developed, how existing CDE-generated and other resources will accessed, and how resources will be provided to grantees. (10 points)	
9. The degree to which the bidder provides a comprehensive plan to develop and conduct trainings for at least one content module, to develop and make available the required training materials, and to provide the training in the eleven regions in the state. (10 points)	
10. The feasibility of the proposed plans to prepare and maintain a required start-up manual for new 21 st CCLC grantees, plan the 2-day orientation training session for grantees. (5 points)	
11. The degree to which the bidder proposes an effective plan to provide plan professional development and training for Regional leads, including development of a training manual and the providing e-mail help line and e-coaching services. The qualifications and level of expertise of the staff identified to serve as liaison. (10 points)	
12. The feasibility and appropriateness of the proposed plan to build support for before and after school programs through peer-to-peer education and informational strategies with principals and superintendents who are current and potential grantees and particularly those with high priority schools. (5 points)	
13. The feasibility of the plan to with CDE and with the Curriculum, Instruction and Support Committee (CISC) of the California County Superintendents Education Services Association (CCSESA) to develop support for role of after school programs in enhancing academic achievement. (5 points)	
14. The degree to which the bidder presents a feasible plan to officer e-coaching, video conferencing and video training to grantees, regional leads and model programs, and that also demonstrates how these activities will link to related tasks in the RFP. (5 points)	
15. The appropriateness of the proposed strategy to ensure that contact is made with each 21 st CCLC grantee at a minimum of once every six months. (5 points)	
16. The degree to which the proposal demonstrates a clear understanding of the conceptual, methodological, or practical issues surrounding the project and the effectiveness of the ways proposed to address these issues. (5 points)	

Adequacy of Management and Staffing Plan 30 possible points	Score
<p>1. The quality of the management team and the degree to which it ensures the efficient operation of the project to fulfill requirements and accomplish project tasks. Included are lines of responsibility and approval. The project director and fiscal directors are identified to have the required experience. (10 points)</p>	
<p>2. The quality and appropriateness of the proposal's organization and staffing, and the extent to which adequate time commitments and staff expertise are provided for each task. The plan includes an organizational chart, which identifies by name and title the staff to be assigned to the project, correlates proposed staff assignments with past experience, and provides a clear description of the relationships of each position to the work plan. (10 points)</p>	
<p>3. The extent to which the vitae or résumés of key professional and administrative staff demonstrate their competency and expertise to execute the tasks to which they are assigned. (10 points)</p>	
Organizational Experience and Capacity (20 possible points)	Score
<p>1. The appropriateness of experience and expertise relevant to the subject scope and size of this RFP. The extent to which the proposal demonstrates experience in and understanding of issues related to effective statewide program implementation and support, applicable state and federal laws and the complexities of large scale, high stake educational reform efforts. (5 points)</p>	
<p>2. The degree to which the proposal demonstrates experience and expertise in the development and management of projects of similar subject, scope and size. (5 points)</p>	
<p>2. The degree to which the proposal demonstrates experience in education, learning support and/or after school programming issues, collaborative efforts and the capacity to support the cultural and ethnic diversity of California's public school system. (10 points)</p>	
References (5 possible points)	Score
<p>1. Quality of the client references with respect to the scope and complexity of the services required by this RFP. (5 points)</p>	

Score Sheet

The following sheet will be used to tally the proposal scores.

Section	Possible Points	Proposal Score by Section
Technical Quality of Work Plan	115	
Adequacy of Staffing Plan	30	
Organizational Experience and Capacity	20	
References	5	
TOTAL	170	